



## **IAAF BIDDING RULES**

*(In force from 1 January 2019)*

## **1. INTRODUCTION**

- 1.1 It is an object of the IAAF to organise and promote World Championships and other Athletics championships, competitions or events the Congress considers would be desirable (Article 4.15 of the Constitution).
- 1.2 In accordance with this object, the IAAF has established and owns various International Competitions, including those known as the World Athletics Series (“WAS”) comprising the following events (as may be amended or replaced by the IAAF from time to time) each being a WAS Event:
  - a. IAAF World Athletics Championships;
  - b. IAAF World Indoor Championships;
  - c. IAAF World U20 Championships;
  - d. IAAF World Relays;
  - e. IAAF World Half Marathon Championships;
  - f. IAAF World Race Walking Team Championships;
  - g. IAAF World Cross Country Championships;
  - h. IAAF Continental Cup.
- 1.3 For each WAS Event, the IAAF appoints a Member Federation and a Candidate City to Host the WAS Event.
- 1.4 It is also an object of the IAAF to safeguard the authenticity and integrity of Athletics and to take all possible measures to eliminate corrupt conduct which might place the authenticity or integrity of Athletics at risk (Article 4.9 of the Constitution).
- 1.5 The Integrity Code of Conduct, adopted as a means of promoting and supporting of this object, provides that Applicable Persons must conduct their candidacy for any bid or proposal to Host any International Competitions with honesty, fairness, and respect for others (Rule 6.3(m)).
- 1.6 These Bidding Rules (“Rules”) seek to implement these objects by establishing the procedures by which Member Federations and Candidate Cities may bid and be selected to Host International Competitions, including establishing special procedures for WAS Events.
- 1.7 For other International Competitions (i.e. non-WAS Events) there is not a specific bidding process that applies to these events. The Council may develop the procedure, criteria and timelines covering the selection of a Host of other International Competitions. Accordingly, except for Rule 10, these Rules do not apply to other International Competitions (i.e. non-WAS Events) but Council reserves its power and authority to do so at any point after, pursuant to Rule 2.2, the date these Rules come into effect.

## **2. COMMENCEMENT**

- 2.1 These Rules are made in accordance with Article 7.11(c) of the Constitution.
- 2.2 These Rules shall be effective from 1 January 2019.
- 2.3 These Rules supersede and replace any previous IAAF rules in force regarding procedures for, and conduct of, bidding and selection for the Hosting of WAS Events and other International Competitions. Any reference in any Rules (including the Integrity Code of Conduct) to the “Rules of Conduct Applicable to Members and Candidate Cities wishing to Host World Athletics Series Competitions and Other International Competitions Organised by the IAAF” shall mean these Rules.

- 2.4 These Rules may be amended from time to time by Council.
- 2.5 To the extent of any inconsistency between:
- 2.5.1 these Rules and the Constitution, the relevant provision of the Constitution shall apply;
  - 2.5.2 these Rules and the Integrity Code of Conduct, the relevant provision of the Integrity Code of Conduct shall apply.
- 2.6 These Rules shall be governed by and interpreted in accordance with the laws of Monaco.

### **3. PURPOSE**

- 3.1 The purpose of these Rules is to set out the:
- 3.1.1 requirements for the conduct of bidding and selection of Hosts in respect of all International Competitions, including WAS Events; and
  - 3.1.2. special procedures for bidding and selection of Hosts for WAS Events.
- 3.2 The Rules are designed to:
- 3.2.1 establish a transparent, objective, honest, simple, feasible, and fair bidding procedure for all Area Associations, Relevant Member Federations and Candidate Cities;
  - 3.2.2 identify the actions, timescales, criteria, and the application and decision-making processes and procedures, for selecting a Host for a WAS Event; and
  - 3.2.3 ensure that persons and entities involved in the bidding and selection process for all International Competitions, including WAS Events, comply with the applicable provisions of the Integrity Code of Conduct.

### **4. APPLICATION**

- 4.1 These Rules apply to:
- 4.1.1 all Candidate Cities during the Bid Process;
  - 4.1.2 all officials, staff, employees, advisors, agents, representatives and all other persons acting on behalf of Candidate Cities during the Bid Process; and
  - 4.1.3 all Applicable Persons, including IAAF Officials, Area Officials, and IAAF Staff.
- 4.2 Without limiting the foregoing:
- 4.2.1 Candidate Cities shall comply with these Rules and ensure these Rules are respected throughout the Bid Process; and
  - 4.2.2 each Relevant Member Federation is responsible for the activities and conduct of its Candidate City throughout the Bid Process.

### **5. DEFINITIONS**

- 5.1 The capitalised words and phrases used in these Rules shall have the meanings specified in the Constitution and the Integrity Code of Conduct, unless specified otherwise. Other words and

phrases shall have the following meaning:

**“Areas”** means the geographical areas described in the Annexure to the Constitution.

**“Area Association”** means the association of Member Federations and other members from an Area established and operating in accordance with the Constitution and the IAAF Rules.

**“Application Form”** means the form described in Schedule 4 including the Event Organisation Agreement and all documents and commercial agreements specified by the IAAF to be completed by the Candidate City.

**“Award Year”** has the meaning set out in Schedule 1.

**“Bid Committee”** means any group or body organised for the purpose of promoting the bid of a Candidate City to host an International Competition, (including the Relevant Member Federation, officials, staff employees, advisors, agents, representatives and all other persons acting on behalf of the Bid Committee).

**“Bid Process”** means:

- for any WAS Group Event, means the period established by the IAAF for the beginning and end of a bid to Host a WAS Group Event, and includes deadlines for submission of Candidate City Information or action by the IAAF or the Candidate City during that period; and
- for any WCH, means the period beginning from the date when the IAAF publishes the deadline date for receiving Expressions of Interest in accordance with Rule 6.3.2, and ending on the date when Council makes its decision to select a Candidate City to Host the relevant WCH; and
- for any WIC, means the period beginning from the date when the IAAF publishes the deadline date for receiving Expressions of Interest in accordance with Rule 6.4.2, and ending on the date when Council makes its decision to select a Candidate City to Host the relevant WIC.

**“CAS”** means the Court of Arbitration for Sport whose headquarters are located at Château de Bèthusy, Avenue de Beaumont 2, CH-1012 Lausanne, Switzerland.

**“Candidate City”** means any city (or any group of cities) which is seeking the right to Host an International Competition with the support of the Relevant Member Federation, and any persons acting or entitled to act on its behalf (including officials, staff employees, members of a Bid Committee, advisors, agents or other representatives) who have expressed an interest to do so in accordance with either Rule 6 or Rule 7

**“Candidate City Information”** means all material submitted to the IAAF (including but not limited to the Expressions of Interest Form and the Application Form), as well as website and social network content and oral statements published or made by or on behalf of a Candidate City in connection with its bid to Host an International Competition.

**“Constitution”** means the constitution of the IAAF as in effect from time to time.

**“Dentsu”** means the IAAF’s appointed marketing agency, Dentsu Inc. of 1-8-1, Higashi Shimbashi Minato-ku Tokyo 105-7001 Japan.

**“Event Organisation Agreement”** means the contract to be entered into between the IAAF, Dentsu, the Relevant Member Federation and/or the Candidate City, appointing the Relevant Member Federation and/or the Candidate City as Host.

**“Event Year”** has the meaning set out in Schedule 1.

**“Expression of Interest Form”** means the form issued by the IAAF to be used for each International Competition which Candidate Cities must complete and return to the IAAF by the notified deadline date.

**“Host”** means the right to organise, manage and deliver the WAS Event in accordance with the Event Organisation Agreement; and where applicable, means the Candidate City and/or Relevant Member Federation granted such right.

**“IAAF Rules”** means all rules approved by from time to time by Council within its powers and responsibilities, including the Integrity Code of Conduct, which shall not be inconsistent with the Constitution.

**“M-Circular”** means the formal communication, described as such, issued from time to time by the IAAF to Member Federations and Area Associations.

**“Relevant Member Federation”** means the Member Federation of the IAAF supporting the bid of a Candidate City located within the Member Federation Country.

**“Rule”** means a rule in these Bidding Rules, unless specified otherwise.

**“WAS Group Events”** means IAAF World Relays, IAAF World U20 Championships IAAF World Half Marathon Championships, IAAF World Race Walking Team Championships, IAAF World Cross Country Championships and IAAF Continental Cup for which the special Bid Process is set out in Rule 7.

**“WCH”** means the IAAF World Athletics Championships for which the special Bid Process is set out in Rule 6.2.

**“WIC”** means IAAF World Indoor Championships, for which the special Bid Process is set out in Rule 6.4.

**“World Athletics Series”** means the major International Competitions in the IAAF’s four-yearly official competition programme such as the IAAF World Athletics Championships, IAAF World Indoor Championships, IAAF World U20 Championships, IAAF World Relays, IAAF World Half Marathon Championships, IAAF World Race Walking Team Championships, IAAF World Cross Country Championships and IAAF Continental Cup, and **“WAS Event”** means any one of these events.

## **6. SPECIAL BID PROCESS FOR WCH AND WIC**

### **6.1 Selection of Area Association**

6.1.1 Before the Bid Process for each WCH and WIC begins, Council will appoint an Area in which the WCH or WIC, as the case may be, will be held.

6.1.2 The purpose of appointing an Area will be to ensure that each WCH and WIC is held at the best place and at the best time so as to meet the objects of the IAAF to promote the sport of Athletics.

6.1.3 Council will develop, the procedures, criteria and timelines for the selection of Areas in which the WCH and WIC will be held and the IAAF will publish and implement the procedures. The Council may appoint a working group or task force to make

recommendations to the Council on the procedures, criteria and timelines to adopt for selecting an Area in which the WCH and WIC will be held.

- 6.1.4 The principles, criteria, procedures, and timelines for the selection of Areas are set out in Schedule 2.

## 6.2 Bid Evaluation Panel

- 6.2.1 A Bid Evaluation Panel shall be appointed by Council to recommend to Council a Host for each WCH.

- 6.2.2 Council shall delegate the powers and authority set out in these Rules to the Bid Evaluation Panel.

- 6.2.3 The composition of the Bid Evaluation Panel shall be:

- a. Three (3) Council Members (one of whom must be a member of the IAAF Competition Commission);
- b. One (1) external expert in the organisation of international sports events;
- c. One (1) representative from Dentsu;
- d. The IAAF Competitions Director (ex-officio); and
- e. The IAAF Ethical Compliance Officer (ex-officio).

- 6.2.4 Each Bid Evaluation Panel shall be appointed for the duration of the Bid Process for a specific WCH, provided:

- 6.2.4.1. Panel members shall be appointed for a term of 3 years;

- 6.2.4.2. Panel members may be re-appointed for further subsequent terms without limitation; and

- 6.2.4.3. the Council may appoint Panel members to participate in other Bid Evaluation Panels during the course of their terms.

- 6.2.5 If appointed by Council, Bid Evaluation Panels may be convened and assigned to evaluate bids relating to other WAS Events besides the WCH.

- 6.2.6 Subject to these Rules and its Terms of Reference, the Bid Evaluation Panel shall have the following powers and authority:

- a. To oversee the bid evaluation process;
- b. To evaluate bids (including conducting site visits);
- c. To liaise with and seek input from the IAAF Competition Commission;
- d. To develop the schedule and questions for the information session for Candidate Cities with Council pursuant to Rule 6.2.4;
- e. To present its evaluation findings to Council; and
- f. To either make a recommendation to Council of the preferred Candidate City to host the relevant WCH (or other WAS Event, as the case may be) or not make a recommendation.

- 6.2.7 In carrying out its role the Bid Evaluation Panel shall operate in accordance with the Terms of Reference set out at Appendix 1.

### 6.3 Special Bid Process for WCH

- 6.3.1 The Event Years in which a WCH shall be held and their corresponding Award Years are set out in Schedule 1.
- 6.3.2 After an Area has been selected by Council in accordance with Rule 6.1, the IAAF shall, by issuing an M-Circular:
  - 6.3.2.1 announce the appointed Area;
  - 6.3.2.2 circulate the key steps during the Award Year encompassing dates for submission of Candidate City Information or action by the IAAF or the Candidate City during Award Year; and
  - 6.3.2.3 provide the deadline date by which a Candidate City must submit a completed Expression of Interest Form.
- 6.3.3. The date of issue of the M-Circular shall mark the start of the Bid Process.
- 6.4 After receipt of an Expression of Interest Form from a Candidate City, the IAAF will send to such Candidate City the Application Form, specifying the dates by which Candidate Cities will be required to submit the Application Form in draft format and in final format.
  - 6.4.1 Following submission by Candidate Cities of their draft Application Form:
    - 6.4.1.1 the draft Application Forms will be reviewed by the IAAF, the Bid Evaluation Panel and the Competition Commission;
    - 6.4.1.2 the Bid Evaluation Panel will conduct its site visit(s) to the Candidate Cities; and
    - 6.4.1.3 comments will be provided to each Candidate City based on the review and site visit in order for Candidate Cities to prepare and submit their final Application Forms.
  - 6.4.2 Following submission of the final Application Form, it will be assessed by the Bid Evaluation Panel and the Competition Commission in accordance with the evaluation criteria and methodology set out in the Application Form.
  - 6.4.3 Selection of the Host for the WCH will be made by the Council at its meeting held in the last 3 months of the relevant Award Year or as otherwise decided by Council. The procedure at the Council meeting shall be as follows:
    - 6.4.3.1 The Bid Evaluation Panel will organize an information session with Council for each Candidate City, during which the Candidate City will be entitled to make a presentation and to respond to questions from Council.
    - 6.4.3.2 Following the information session, the Bid Evaluation Panel either will present a final recommendation to Council on the selection of the Host for the WCH (which may include recommendations identifying more than one Candidate as suitable for selection) or not make a recommendation. The Bid Evaluation Panel may recommend more than one Candidate City for selection.

- 6.4.3.3 If a recommendation is presented, Council will then immediately vote on whether or not to approve the recommendation of the Bid Evaluation Panel, following the procedure set out in Rule 9. Where the Bid Evaluation Panel recommends more than one Candidate City for selection the Council shall vote on which Candidate City to select as Host for the WCH.
- 6.4.3.4 Immediately upon selection the IAAF and DENTSU shall sign of the Event Organisation Agreement and any related commercial agreements which, on signature, shall become legally binding.
- 6.4.3.5 The decision of the IAAF and the Competition Commission not to make a recommendation shall be considered an inability to select a Host and will be addressed by Council in accordance with Clause 8.3 below.

## 6.5 Special Bid Process for WIC

- 6.5.1 The Event Years in which a WIC shall be held, and their corresponding Award Years, are set out in Schedule 1.
- 6.5.2 After an Area has been selected by Council in accordance with Rule 6.1, the IAAF shall, by issuing an M-Circular:
  - 6.5.2.1 announce the appointed Area;
  - 6.5.2.2 circulate the key steps during the Award Year encompassing any interim deadlines for submission of Candidate City Information or action by the IAAF or the Candidate City during Award Year; and
  - 6.5.2.3 provide the deadline date by which Candidate Cities must submit a completed Expression of Interest Form.
- 6.5.3 The date of issue of the M-Circular shall mark the start of the Bid Process.
- 6.6 After receipt of an Expression of Interest Form from a Candidate City the IAAF will send to such Candidate City the Application Form, specifying the date by which Candidate Cities will be required to submit the Application Form in draft format and in final format.
  - 6.6.1 Following submission by Candidate Cities of their draft Application Form:
    - 6.6.1.1 the draft Application Forms will be reviewed by the IAAF and the Competition Commission; and
    - 6.6.1.2 comments will be provided to each Candidate City based on the review and site visit in order for Candidate Cities to prepare and submit their final Application Forms.
  - 6.6.2 Following submission of the final Application Form, it will be assessed by the IAAF and the Competition Commission in accordance with the evaluation criteria and methodology set out in the Application Form.
  - 6.6.3 Selection of the Host for the WIC will be made by the Council at its November meeting in the relevant Award Year, as follows:



- 6.6.3.1 The IAAF will organize an information session with Council for each Candidate City, during which the Candidate City will be entitled to make a presentation and to respond to questions from Council.
- 6.6.3.2 Following the information session, the IAAF and Competition Commission either will present a final recommendation to Council on the selection of the Host for the WIC (which may include recommendations identifying more than one Candidate as suitable for selection) or not make a recommendation. The IAAF and Competition Commission may recommend more than one Candidate City for selection.
- 6.6.3.3 If a recommendation is presented, Council will then immediately vote on whether or not to approve the recommendation of the IAAF and Competition Commission, following the procedure set out in Rule 9. Where the IAAF and Competition Commission recommends more than one Candidate City for selection the Council shall vote on which Candidate City to select as Host for the WIC.
- 6.6.3.4 Immediately upon selection the IAAF and DENTSU shall sign the Event Organisation Agreement and any related commercial agreements which, on signature, shall become legally binding.
- 6.6.3.5 The decision of the IAAF and the Competition Commission not to make a recommendation shall be considered an inability to select a Host and will be addressed by Council in accordance with Clause 8.3 below.

## **7. BIDDING FOR WAS GROUP EVENTS**

### **7.1 Bidding for WAS Group Events**

7.1.1 The Event years in which a WAS Group Event shall be held, and their corresponding Award Years, are set out in Schedule 1.

7.1.2 The IAAF shall, by issuing an M-Circular:

7.1.2.1 Circulate the key steps during the Award Year encompassing any interim deadlines for submission of Candidate City Information or action by the IAAF or the Candidate City during the Award Year; and

7.1.2.2 provide the deadline date by which Candidate Cities must submit completed Expression of Interests Forms from all Member Federations interested in hosting a WAS Group Event.

7.1.3 The Bid Process shall start from date of the M-Circular.

7.2 After receipt of Expressions of Interest Form the IAAF will send to each Candidate City the Application Form specifying the date by which Candidate Cities will be required to submit the Application Form in draft format and in final format.

7.2.1 Following submission by Candidate Cities of their draft Application Form:

7.2.1.1 the draft Application Form will be reviewed by the IAAF and the Competition Commission;

- 7.2.1.2 comments will be provided to each Candidate City based on a review and site visit in order for Candidate Cities to prepare and submit their final Application Forms.
- 7.2.2 Following submission of the final Application Form, it will be assessed by the IAAF and the Competition Commission in accordance with the evaluation criteria and methodology set out in the Application Form.
- 7.2.3 Selection of the Host for the WAS Group Event will be made by the Council at its November meeting in the relevant Award Year, as follows:
  - 7.2.3.1 The IAAF will organize an information session with Council for each Candidate City, during which the Candidate City will be entitled to make a presentation and to respond to questions from Council.
  - 7.2.3.2 Following the information session, the IAAF and Competition Commission either will present a final recommendation to Council on the selection of the Host for the WAS Group Event (which may include recommendations identifying more than one Candidate City as suitable for selection) or not make a recommendation.
  - 7.2.3.3 If a recommendation is presented, Council will then immediately vote on whether or not to approve the recommendation of the IAAF and Competition Commission, following the procedure set out in Rule 9. Where the IAAF and Competition Commission recommends more than one Candidate City for selection the Council shall vote on which Candidate City to select as Host for the WAS Group Event.
  - 7.2.3.4 Immediately upon selection the IAAF and DENTSU shall sign the Event Organisation Agreement and any other commercial agreements which, on signature, shall become legally binding.
  - 7.2.3.5 The decision of the IAAF and the Competition Commission not to make a recommendation shall be considered an inability to select a Host and will be addressed by Council in accordance with Clause 8.3 below.

## **8. WITHDRAWALS, EXTENUATING CIRCUMSTANCES AND INABILITY TO SELECT**

- 8.1 A Candidate City may withdraw its Expression of Interest or Application at any time during the Bid Process before voting on its selection by Council, on giving written notice (which can be submitted by email) to the IAAF Chief Executive Officer.
- 8.2 Upon receipt of such written notice the IAAF will inform Council, and as applicable other Candidate Cities and the Bid Evaluation Panel, and may issue an accompanying press release.
- 8.3 Council may amend, reduce or eliminate the Bid Process as it determines in its absolute discretion, in response to any Candidate City withdrawal, or the inability of Council to select a Host, or by reason of any other extenuating circumstances.

## **9. COUNCIL VOTING**

- 9.1 All Council voting on the appointment of an Area or the selection of Candidate Cities shall be conducted in accordance with the relevant provisions of the Constitution and IAAF Rules.

- 9.2 A Simple Majority shall decide the result of the vote on either the appointment Area or successful Candidate City.
- 9.3 In voting, Council Members must also comply with the applicable provisions of the Integrity Code of Conduct, including the Integrity Standards.
- 9.4 Council Members are not permitted to vote, and must recuse themselves from the voting process for appointing an Area or selection of Hosts, where:
- 9.4.1 In the case of voting on an identified Area, the Council Member is an official of a Member Federation from within the Area being voted upon; or
- 9.4.2 In the case of voting on the selection of a Host, the Council Member is from the Country in which the Candidate City bidding to host an International Competition is located.
- 9.5 Unless twenty-five per cent (25%) of Council Members eligible to vote at the Council meeting request a secret ballot and the request is carried by a decision of a Simple Majority, voting shall be undertaken by show of hands, so it is open and transparent, with all Council Members eligible to vote identified as voting for, against, or abstaining from voting.
- 9.6 If Council does not make or reach a decision on a Candidate City presented to it for selection, then:
- 9.6.1 Council may decide to recommence the Bid Process, and reschedule the vote on selection, and if so, the Bid Process may be amended or reduced to meet the revised timeline; or
- 9.6.2 Council may decide not to recommence the Bid Process, but instead to reschedule the vote on selection, and in the interim to seek additional information from the Candidate City or where applicable the Bid Evaluation Panel.

## **10. CONDUCT OF CANDIDATE CITIES**

- 10.1 It is essential to the integrity, image and reputation of the IAAF and International Competitions that the conduct of all Candidate Cities at all times complies with these Rules and the Integrity Code of Conduct.
- 10.2 In particular, Candidate Cities shall conduct themselves in accordance with the Integrity Standards set out in Rule 6.3 of the Integrity Code of Conduct paying specific attention to, without limitation, the rules and standards on honesty, disclosure of interests, minimal gifts and benefits, fair bidding and protecting reputation.

### **CANDIDATE INFORMATION**

- 10.3 All Candidate Information shall be truthful and complete and not misleading and presented in a respectful and dignified way.
- 10.4 Candidate Information shall be final as of the date provided for submission of final Application Forms.
- 10.5 Facts or information that arise or become known following the giving, issuance or submission of a bid that result in the Candidate Information no longer being truthful or complete must immediately be disclosed and corrected by the Candidate Cities, by communication to the Bid Evaluation Panel (where applicable) or the IAAF.

- 10.6 Each Candidate City and the Relevant Member Federation are jointly and severally responsible for ensuring that all Candidate Information strictly complies with these Rules.
- 10.7 Candidate Information shall not seek to draw or otherwise purport to include comparisons with bids from other Candidate Cities and shall not disparage or demean other bids, other Candidate Cities or other Bid Committees.
- 10.8 Candidate Information shall not be shared with members of other Candidate Cities or other Bid Committees.

### **RELATIONS BETWEEN BID TEAMS**

- 10.9 Candidate Cities shall not:
  - 10.9.1 commit any act or make any comment in any promotion or bid that is likely to tarnish the image or prejudice the reputation of other Candidate Cities;
  - 10.9.2 take part in any debate with other Candidate Cities concerning their respective bids; or
  - 10.9.3 enter into an agreement, arrangement, coalition or collusion aimed at influencing the result of the relevant Bid Process.
- 10.10 All Candidate Cities, shall, when promoting their bids, respect the other Candidate Cities, Bid Committees and the IAAF.
- 10.11 Subject to these Rules, Candidate Cities may promote their candidacies at any time during the Bid Process on any media and in any way provided that:
  - 10.11.1 they are responsible for all forms of promotion conducted on their behalf, whether or not conducted by them directly;
  - 10.11.2 they comply with any requirements on promotion contained within these Rules or in guidance (including guidance on branding) issued by either the Bid Evaluation Panel (where applicable) or the IAAF;
  - 10.11.3 such promotion must list all third parties (including private donors and funding raised from government bodies, public donations or appeals) providing financial support to them;
  - 10.11.4 no IAAF partner, supplier or other marketing partner may promote, or provide any funding or support to any Candidate City or Bid Committee, and no Candidate City or Bid Committee may solicit or accept any funding or support from any IAAF partner, supplier or other marketing partner;
  - 10.11.5 no promotion or advertising is permitted in any IAAF publication or the IAAF website;
  - 10.11.6 no promotion by a Candidate City or Bid Committee may take place in the Country or Territory hosting the Council meeting at which Council will vote on the selection of the Candidate City during the three weeks before and on the date of the vote;
  - 10.11.7 the sale or distribution of promotional items and services by any Candidate City is subject to the prior written approval of the Bid Evaluation Panel (where applicable) or the IAAF.

## **DEALINGS WITH COUNCIL MEMBERS AND IAAF OFFICIALS**

- 10.12 During the Bid Process Candidate Cities may, subject to Rule 10.13, directly contact Council Members in order to provide information to promote their bids at IAAF events (including International Competitions) and may send written documentation to all Council Members, provided the opportunity to do so has been given to all other Candidate Cities.
- 10.13 Except for the circumstances described in Rule 10.16, a Candidate City shall not engage in any other form of promotion with Council Members who are not from their Country or Territory and may not:
- 10.13.1 invite such other Council Members, and such other Council Members shall not accept any invitation, to any form of reception linked to the promotion of the Candidate City;
  - 10.13.2 arrange for the Ambassador/Consul or Embassy/Consulate of the Country or Territory of the Candidate City, to invite such other Council Member(s) to meet in order to promote the Candidate City's bid, and such other Council Member(s) shall not accept such an invitation; or
  - 10.13.3 arrange for an honorary diploma, official decoration or award from a Candidate City or the government or an institution of the Country or Territory of the Candidate City to be offered to such other Council Member(s), and such other Council Member(s) shall not accept such an award.
- 10.14 Candidate Cities shall not solicit, encourage or induce any IAAF marketing partner to take any actions restricting equal access to the promotion of all bids at an IAAF event (including at International Competitions).
- 10.15 Candidate Cities may not solicit, encourage or induce any public declaration by any IAAF marketing partner appearing to give a favourable opinion of their bid versus any other bids.
- 10.16 Candidate Cities shall not have in-person contacts involving any promotion of a bid with IAAF Officials, Area Officials, other Member Federation Officials, and IAAF Staff during the Bid Process. Exceptions to this limitation are:
- 10.16.1 where Candidate Cities (i) receive visits from the Bid Evaluation Panel; (ii) make presentations to the Bid Evaluation Panel; (iii) engage in other activities as requested or directed by the Bid Evaluation Panel; and as applicable (iv) to attend a question and answer session as part of an information session with the Council as set out in these Rules;
  - 10.16.2 Meetings with a Council Member who is from the Relevant Member Federation, but solely for purposes of compliance with these Rules; and
  - 10.16.3 contacting or sending information to Council Members in the circumstances described under Rules 10.12 and 10.17.
- 10.17 Candidate Cities may, by invitation, attend IAAF events (including International Competitions) or other third-party events, and undertake promotional activities at those events including contacting Council Members whilst at the events, provided always that the same invitation has been extended to all other Candidate Cities.
- 10.18 For the avoidance of doubt, nothing in this Rule prevents Relevant Member Federations from corresponding with IAAF Staff on day to day business of the IAAF's work and Candidate Cities receiving technical explanation, clarification and guidance in respect of their bids (including

completion of their Application Forms) from IAAF Staff. Furthermore, nothing in these Rules prohibit the IAAF making public comments about Candidate Cities, including which Candidate Cities are being considered, provided that all Candidate Cities are commented on equally.

## **11. BREACHES AND SANCTIONS**

- 11.1 Any breach of these Rules amounts to a breach of the Integrity Code of Conduct and will accordingly be subject to investigation and prosecution by the Athletics Integrity Unit under the IAAF Athletics Integrity Unit Reporting, Investigation and Prosecution Rules (Non-Doping) and possible proceedings under the IAAF Disciplinary Tribunal Rules.
- 11.2 The Council, the IAAF Secretariat, and/or where applicable the Chair of a Bid Evaluation Panel shall refer any potential breach of these Rules for investigation by the Athletics Integrity Unit under the IAAF Athletics Integrity Unit Reporting, Investigation and Prosecution Rules (Non-Doping) and possible proceedings for breach pursuant to the IAAF Disciplinary Tribunal Rules.

## **12. DISPUTES**

- 12.1 Any dispute arising between the IAAF and the Relevant Member Federation, Candidate City or other Applicable Persons in connection with these Rules will be submitted to arbitration before CAS, to the exclusion of any other court or forum. The validity, legality and/or proper interpretation or application of the Rules may only be challenged (a) by way of ordinary proceedings filed before the CAS; and/or (b) as part of an appeal to CAS made pursuant to Rule 12.2 of these Rules.
- 12.2 A Relevant Member Federation or Candidate City may appeal a final decision made by the Council under these Regulations to CAS, in accordance with this Rule 12, by filing a Statement of Appeal with CAS and with the IAAF within thirty (30) days of the date of communication of the written reasons for the decision. The IAAF will be the respondent to the appeal.
- 12.3 The CAS will hear and determine the dispute or appeal definitively in accordance with the relevant provisions of CAS Code of Sports-Related Arbitration, provided that in any appeal the Relevant Member Federation or Candidate City will have fifteen (15) days from the filing of the Statement of Appeal to file their Appeal Brief, and the IAAF will have thirty days from its receipt of the Appeal Brief to file its Answer. The law governing the dispute or appeal will be the IAAF Constitution and the IAAF Rules, with the laws of Monaco applying subsidiarity. In the case of any conflict between any of the above instruments and CAS Code then in force, the above instruments will take precedence. The proceedings before CAS will be conducted in English, unless the parties agree otherwise. Pending determination of the dispute or appeal by CAS, the Rules under challenge and/or the decision under appeal (as applicable) will remain in full force and effect unless CAS orders otherwise.
- 12.4 The decision of CAS determining the dispute or appeal will be final and binding on all parties. All parties waive irrevocably any right to any form of appeal, review or recourse by or in any court or judicial authority in respect of such decision, insofar as such waiver may be validly made.

**SCHEDULE 1**  
**CALENDAR OF WAS EVENTS BY YEAR AND**  
**OF BIDDING PROCESS IN ANY GIVEN YEAR**

The tables below set out the Event Year (i.e. the year in which the event will be held) and corresponding Award Year (i.e. the year in which a council decision will be made to award the event to a host). The years stated continue at the same intervals unless amended by Council.

<b>WCH</b>	<b>Event Year</b>	<b>2025</b>	<b>2027</b>	<b>2029</b>	<b>2031</b>	<b>2033</b>
	<b>Award Year</b>	<b>2020</b>	<b>2022</b>	<b>2024</b>	<b>2026</b>	<b>2028</b>

<b>WIC</b>	<b>Event Year</b>	<b>2022</b>	<b>2024</b>	<b>2026</b>	<b>2028</b>	<b>2030</b>
	<b>Award Year</b>	<b>2019</b>	<b>2021</b>	<b>2023</b>	<b>2025</b>	<b>2027</b>

<b>WU20</b>	<b>Event Year</b>	<b>2022</b>	<b>2024</b>	<b>2026</b>	<b>2028</b>	<b>2030</b>
	<b>Award Year</b>	<b>2019</b>	<b>2021</b>	<b>2023</b>	<b>2025</b>	<b>2027</b>

<b>WRW</b>	<b>Event Year</b>	<b>2022</b>	<b>2024</b>	<b>2026</b>	<b>2028</b>	<b>2030</b>
	<b>Award Year</b>	<b>2019</b>	<b>2021</b>	<b>2023</b>	<b>2025</b>	<b>2027</b>

<b>WHM</b>	<b>Event Year</b>	<b>2022</b>	<b>2024</b>	<b>2026</b>	<b>2028</b>	<b>2030</b>
	<b>Award Year</b>	<b>2019</b>	<b>2021</b>	<b>2023</b>	<b>2025</b>	<b>2027</b>

<b>IWR</b>	<b>Event Year</b>	<b>2021</b>	<b>2023</b>	<b>2025</b>	<b>2027</b>	<b>2029</b>
	<b>Award Year</b>	<b>2018</b>	<b>2020</b>	<b>2022</b>	<b>2024</b>	<b>2026</b>

<b>WXC</b>	<b>Event Year</b>	<b>2021</b>	<b>2023</b>	<b>2025</b>	<b>2027</b>	<b>2029</b>
	<b>Award Year</b>	<b>2018</b>	<b>2020</b>	<b>2022</b>	<b>2024</b>	<b>2026</b>

## **SCHEDULE 2 AREA APPOINTMENT**

### **1. Principles and Criteria**

- 1.1 For the purposes of selecting an Area for Hosting of WAS Events, the following general principles and criteria will form the basis upon which the procedures referred to in Rule 6.1 of the Bidding Rules shall be developed:
- Commercial potential and obligations including broadcast commitments of the IAAF;
  - Geographic location and time zones;
  - Local known interest (e.g. whether a city has previously communicated a desire to host);
  - Demonstrated popularity and spectator interest and potential for growing that interest;
  - Ability to target local governments (cities, sports bureau, tourism offices via tourism conventions) with Member Federations;
  - Athletics development credentials and potential;
  - Optimal conditions for athlete performance and high quality competition;
  - Athlete Welfare credentials and potential.

### **2. Process**

- 2.1 Beginning in 2019, Council will approve a strategy for the hosting of IAAF World Championships (“WCH”) and IAAF World Indoor Championships (“WIC”) in selected continental areas (“Areas”) during the period from 2022 to 2027 (“Initial Hosting Strategy”).
- 2.1.1 The period from 2022 to 2027 (the “Initial Period”) will encompass 2 WCH (taking place in 2025 and 2027) and 3 WIC (taking place in 2022, 2024 and 2026), although due to timing considerations the Initial Hosting Strategy will not apply to the WIC taking place in 2022, and instead this will be chosen in accordance with the process referred to in clause 5.2 below.
- 2.1.2 The Initial Period also will encompass 3 IAAF World Under-20 Championships (“WU20”) (taking place during the same years as WIC) and 3 IAAF World Relays (“IWR”) (taking place in 2023, 2025 and 2027).
- 2.1.3 Although the Initial Hosting Strategy is not expected to apply to the selection of Areas in which WU20 and IWR will be hosted during the first half of the Initial Period, Council may decide to include the selection of Areas for WU20s and IWRs within the Initial Hosting Strategy, especially during the second half of the Initial Period.
- 2.2 Council will review the Initial Hosting Strategy at least annually in order to determine if it is being applied as intended and may adjust it as Council deems appropriate to maintain the intended outcome.
- 2.3 In 2022, Council will review how the Initial Hosting Strategy has been applied and will determine whether to proceed with a new hosting strategy (either along the same lines as the Initial Hosting Strategy, as it may be adjusted, or on a different basis) for a specified period beginning in 2028.
- 2.3.1 If Council determines to proceed with a new hosting strategy beginning in 2028 onwards, Council will approve the new hosting strategy not later than 2025.
- 2.3.2 If Council determines not to proceed with a new hosting strategy beginning in 2022, Council will consider, and decide, no later than 2025, how hosting of WCH and WIC will take place from 2028.



### **3. Factors for Development of Initial Hosting Strategy**

3.1 The Initial Hosting Strategy will be developed and implemented by Council during the course of 2019 so as to ensure Council:

- a. approves the selection of Areas for 2024 and 2025 (“Cycle 1”) no later than its final meeting of 2019; and,
- b. subject to the outcomes of the consultation and market-testing phase described in Clause 3.3.2, approves the selection of Areas for 2026 and 2027 (“Cycle 2”) no later than mid-2020.

3.2 At its meeting in March 2019, Council reviewed, considered and discussed the basis for determining an Initial Hosting Strategy based on the relevant elements of the IAAF’s financial and operational strategy and taking into account the following:

- 3.2.1 Consideration of the IAAF’s purposes, including to promote, develop, and be the governing body for the sport of Athletics worldwide;
- 3.2.2 Consideration of the need to balance appropriate geographic distribution of international competitions whilst at the same time advancing the IAAF’s commercial objectives and status as a top tier international sport; and,
- 3.2.3 Consideration of the criteria set out in M Circular 17/18 and the driving rationale for Area selection, being to ensure that events take place in the best place, at the best time and in the best way so as to further the sport of Athletics and the goals and objectives of the IAAF.

3.3 The aims of Council’s review, consideration and discussion at the March 2019 meeting was:

- 3.3.1 to agree on general principles for the development of the Initial Hosting Strategy; and,
- 3.3.2 to identify and request a process of consultation and market-testing aimed at fulfilling these general principles, to be led by the Director of Competitions and Events, working with other relevant IAAF functions, the Competition Commission, the Athletes’ Commission and the IAAF-Dentsu Steering Board/sub-groups (together being the “Stakeholders”), in order to present specific recommendations in principle for review, consideration and discussion by Council at its June 2019 meeting (or, if additional time is considered necessary, at its September 2019 meeting). The work to be led by the Director of Competitions and Events is expected to include the following:
  - 3.3.2.1 Establishment of a web-based information programme in which all Areas and MFs will be invited to participate, hosted on the IAAF website, setting out the key factors and relevant information and timelines for hosting of WCH and WIC;
  - 3.3.2.2 Follow-up sessions with those Areas and MFs evidencing concrete interest and potential hosting opportunities, on a one-on-one and/or workshop basis; and,
  - 3.3.2.3 Discussion of the results of the above work with the Stakeholders.

3.4 At its June 2019 meeting, Council will be presented with recommendations from the Competitions and Events team, based on the process outlined in 3.3.2 including consultation with Stakeholders, for the purpose of finalising the Initial Hosting Strategy by appointment of Areas for the Initial Period.

- 3.4.1 The recommendations will identify a potential Host city within each recommended Area.
- 3.4.2 The identification of the potential Host city will be based on an initial assessment of viability by the Competitions and Events team, in consultation with the Stakeholders, using a basic checklist of delivery obligations.
- 3.5 Should Council not be able to finalise the Initial Hosting Strategy by appointing Areas for Cycle 1 during its June 2019 meeting, further consideration by Council, based on such additional work led by the Competitions and Events team as Council may direct, will take place at the September 2019 Council meeting and, if necessary at the November 2019 Council meeting.
- 3.6 Council will seek to finalise the Initial Hosting Strategy by appointing Areas for Cycle 2 during its meetings in 2019, but if not able to do so will continue to consider this during its meetings in 2020, in order to appoint Areas for Cycle 2 no later than mid-2020.

#### **4. Identification of Areas**

- 4.1 The Initial Hosting Strategy will provide for the appointment by Council of Areas for 2 Cycles as follows:
  - a. Cycle 1 – One Area for each of the WIC taking place in 2024 and the WCH taking place in 2025; in each case also identifying a particular potential Host city.
  - b. Cycle 2 – One Area for each of the WIC taking place in 2026, and the WCH taking place in 2027, in each case also identifying a particular potential Host city.
- 4.2 Subject to the outcomes of the consultation and market-testing phase described in clause 3.3.2 and the further work carried out thereafter, the four Areas targeted by Council for these two Cycles may or may not be four different Areas.
- 4.3 Following appointment of an Area for an event:
  - 4.3.1 the Bidding process for the identified potential Host city will proceed according to the Bidding Rules;
  - 4.3.2 other potential Host cities within that Area may be invited to put themselves forward in accordance with the Bidding Rules
  - 4.3.3 Council may decide to appoint another Area in place of the one originally appointed, should Council determine, in its discretion, that intervening circumstances dictate taking such action.

#### **5. Timelines**

- 5.1 The Initial Hosting Strategy will be finalised by Council no later than the end of 2019 so far as Cycle 1 is concerned, and the Initial Hosting Strategy for Cycle 2 will be finalized by Council as soon as possible thereafter, but in any event no later than the middle of 2020.
- 5.2 Bearing in mind that the award for the 2025 WCH is due to be made during 2020:
  - 5.2.1 Every effort will be made to prioritise identification of Areas and cities for the 2025 WCH, so as to provide such Areas and cities with as much time as possible to determine the appetite and competency for hosting, including the ability of national and local governments to provide support; and,

- 5.2.2 If necessary, Council will adjust the timeframes for awarding the 2025 WCH to ensure that sufficient time is available for such Areas and cities to enable preparation of viable and sustainable bids.

## **6. Other International Competitions**

- 6.1 Although the Initial Hosting Strategy will be limited to WIC and WCH, Council will ensure that consideration is given to the Initial Hosting Strategy when selecting host cities for other international competitions in the Initial Period, including WU20 and IWR, so as to avoid undue concentration of events within one geographical area.
- 6.2 The process to be followed for the selection of the 2022 WIC, taking into account the application of the Bidding Rules except with respect to targeting of the Areas, is set out in <https://www.iaaf.org/hosting/hosting-interest>. The steps, and dates, are set out at <https://www.iaaf.org/hosting/calendar>.

**SCHEDULE 3**  
**IAAF BID EVALUATION PANEL - WCH**

**Terms of Reference**

**1. Status and Role**

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- 1.1 The IAAF Bid Evaluation Panel (“Panel”) is established pursuant to Rule 8.1 of the ‘IAAF Bidding Rules’ and is appointed by, and reports to, Council.
- 1.2 The role of the Panel is to evaluate bids and make recommendations to Council regarding preferred host cities for IAAF World Athletics Championships based on evaluation criteria established by the IAAF Bidding Rules. If directed by Council, Bid Evaluation Panels may be convened and assigned to evaluate bids relating to other WAS Events besides the WCH in which case these Terms of Reference will apply mutatis mutandi to such other WAS events; any reference to ‘IAAF Bidding Rules’ in these terms of reference shall mean the IAAF Bidding Rules applicable to such WAS Event; and any reference to the ‘IAAF World Athletics Championships’ shall be replaced with the title of the applicable WAS Event.

**2. Commencement**

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- 2.1 These Terms of Reference were approved by Council on 4 December 2018 and are effective from 1 January 2019.
- 2.2 The Panel’s work in respect of an IAAF World Athletics Championship shall commence at the beginning of the Bid Process for such IAAF World Athletics Championship and shall conclude on the day a Candidate City is selected as the Host of such IAAF World Athletics Championships.

**3. Composition**

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- 3.1 **Size:** The Panel shall have seven members, together referred to as Panel Members.
- 3.2 **Membership:** The Panel shall comprise persons with recognised expertise in various areas of event planning and organisation. The members shall be:
  - 3.2.1 three (3) Council Members (one of whom must be a member of the Competition Commission)
  - 3.2.2 one (1) external expert in the organisation of international sports events;
  - 3.2.3 one (1) representative from Dentsu Inc. so long as it continues to be the appointed marketing agency of the IAAF;
  - 3.2.4 the IAAF Competitions Director (ex-officio); and
  - 3.2.5 the IAAF Ethical Compliance Officer (ex-officio).
- 3.3 **Appointment:** except for ex-officio members of the Panel the remaining Panel Members shall be appointed by Council on the recommendation of the IAAF Executive Board.
- 3.4 **Chair:** the Chair of the Panel shall be one of the three (3) Council Members.
- 3.5 **Eligibility:** Members of the Panel are IAAF Officials and must be determined to be Eligible in accordance with the Vetting Rules.

**4. Term**

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- 4.1 **Term:** The term of office for Panel Members is three (3) years. Panel Members may be re-appointed for further subsequent terms of office without limitation.

**5. Resignation, Removal, Vacancies**

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- 5.1 Except for any ex-officio members of the Panel, a Panel Member may resign from the Panel prior to the expiry of their term of office by giving not less than one (1) months’ notice in writing to the IAAF Chief Executive Officer.
- 5.2 A Panel Member shall be removed from the Panel prior to the expiry of his or her term of office upon a determination by the IAAF Vetting Panel that the Panel Member is no longer Eligible.
- 5.3 If any position on the Panel is vacant, whether by resignation, removal or otherwise at any time

Council shall appoint a replacement member for the balance of the term of office of the vacated position.

## **6. Powers, Authority & Responsibilities**

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A Panel Member shall:

- 6.1 act only in accordance with the powers and authority provided under Rule 6.2;
- 6.2 act at all times for the sole purpose of conducting a full and fair assessment of every bid submitted;
- 6.3 safeguard confidential information in accordance with strict confidentiality procedures;
- 6.4 report to the Council in all fairness and transparency based on the evaluation criteria contained in or developed pursuant to the IAAF Bidding Rules.

## **7. Duties of Panel Members**

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- 7.1 **IAAF Interests:** In undertaking any work in connection with the Panel, each Panel Member shall act in the interests of the IAAF.
- 7.2 **Participation:** Panel Members shall attend each meeting of the Panel (in person or using technology) unless excused by the Chair. Each Panel Member shall actively participate in Panel meetings and in matters undertaken by the Panel between meetings. Each Panel Member must be adequately prepared for each Panel meeting in order to participate effectively and constructively.
- 7.3 **Integrity Code of Conduct:** Each Panel Member shall agree to be bound by the IAAF Integrity Code of Conduct and the Rules.
- 7.4 No advantage or promise of any kind of advantage may be made to or accepted by the Panel Members in connection with a bid.

## **8. Reporting**

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- 8.1 **Reports to Council:** The Panel shall report its evaluation and recommendations to Council.
- 8.2 **Council Meetings:** The Chair of the Panel shall attend Council meetings to present the Panel's evaluations and recommendations.

## **9. Panel Meetings and Procedure**

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- 9.1 **Work:** The Panel shall undertake its work at meetings and/or visits of the Panel and in between meetings as is necessary to fulfil its responsibilities.
- 9.2 **Meetings:** The Panel shall meet at least once and on an ad hoc basis as necessary to respond to the need to evaluate the bids submitted. At least one such meeting is expected to be held by using technology rather than in person and one is expected to be a site visit to the Candidate City. The dates of scheduled meetings and/or visits are to be agreed by the Chair, and as much notice as possible, usually at least one month's notice, will be given to all Panel Members of the date, time and venue for any meeting and/or visit.
- 9.3 **Agenda:** The Chair shall prepare an agenda for each meeting and/or visits. The agenda, together with relevant papers, will be distributed by email to all Panel Members prior to a Panel meeting and/or visit (usually 1-2 weeks prior).
- 9.4 **Chair:** The Chair will chair all meetings and/or visits.
- 9.5 **Attendees:** A member of staff from the IAAF will be appointed to co-ordinate the activities of the Panel and will attend all meetings and/or visits. Other persons may be invited by the Chairperson to attend meetings and/or visits to provide information or advice on a specific item of business at a meeting and/or visit.
- 9.6 **Meetings using Technology:** Panel meetings may be held by telephone, through video conference facilities or by other means of electronic communication (other than electronic mail (e-mail) communication) provided that:
  - 9.6.1 prior notice of the meeting is given to all Panel Members; and
  - 9.6.2 all persons participating in the meeting are able to hear each other effectively and

simultaneously.

Participation by any Panel Member in this manner at a meeting shall constitute the presence of that member at that meeting.

- 9.7 **Quorum:** The quorum for meetings of the Panel shall be at least 4 members of the Panel one of whom must be the Chair, (unless the Chair is recused pursuant to paragraph 9.11).
- 9.8 **Decisions:** With the exception of recommending a preferred bidder which shall be decided under paragraph 9.9, decisions of the Panel shall generally be made by consensus. If a consensus cannot be reached and a vote is required, each Panel Member (including the Chair) shall have one (1) vote. Voting by proxy is not permitted. Except to the extent specified in these Terms of Reference, a majority of votes in favour of an action by those Panel Members present at a meeting, is required for a decision. In the event of an equality of votes, the Chair is entitled to have a casting vote.
- 9.9 **Recommending the preferred bidder:** The Panel shall recommend to the Council the preferred Candidate City (or present Candidate Cities) based on the procedure set out in Schedule 4 of the IAAF Bidding Rules.
- 9.10 **Minutes:** A bid evaluation report shall be produced for the Panel and shall act as a record of its assessment of bids. The bid evaluation report will be finalised in consultation with the Chair and sent to Panel Members. Any amendments to a bid evaluation assessment report will be agreed by the Panel Members.
- 9.11 **Recusal:** No member of the Panel may take part in assessing a Bid Application if the member of the Panel:
- 9.11.1 is of the same nationality or resides in the same country, or is an official of the Member Federation of the Candidate;
  - 9.11.2 has or previously had a personal connection or direct interest in any dealings with or matters involving the Candidate; and
- if any of the circumstances in paragraphs 9.11.1 and 9.11.2 exist, the member concerned shall immediately notify the Chairperson and the other members of the Bid Evaluation Panel of such circumstances.
- 9.12 **Confidentiality:** All meetings and/or visits and the work of the Panel are confidential. No documents, information, discussion and determinations made at a Panel meeting and / or visit or otherwise exchanged or agreed in connection with the work of the Panel, shall be disclosed to any other person unless:
- a. the Panel Chair authorises such disclosure;
  - b. the Panel agrees that such disclosure is necessary or desirable to advance its work;
  - c. the matter is in the public domain; or
  - d. such disclosure is required under these Rules, or by law or any applicable authority, including the IAAF Ethics Board or the IAAF Disciplinary Tribunal.

## **10. Administration**

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- 10.1 **Expenses:** For each Panel Member, the IAAF will reimburse expenses, and provide any other allowances or service fees, in accordance with IAAF policy.
- 10.2 **Administration:** The IAAF will arrange travel, accommodation and insurance for Panel meetings in accordance with IAAF policy. In respect of Candidate City visits under paragraph 9.2, travel and accommodation, will be provided by the Candidate Cities, and be provided at an appropriate and reasonable cost.
- 10.3 **Documents:** The IAAF will provide the Panel with all documents held by the IAAF relevant to the Panel's work.
- 10.4 **Indemnification:** The Panel Members will be indemnified by the IAAF and/or covered by insurance provided by the IAAF, against claims brought against them for actions properly taken in course of their responsibilities and duties.

## **SCHEDULE 4 APPLICATION FORM AND EVENT ORGANISATION AGREEMENT**

A summary of the Application Form is set out below, including a general description of the bid evaluation criteria to be assessed in accordance with the evaluation methodology and formula.

The Application Form that Candidate Cities shall comprise of the following questions and forms for completion relating to the following topics:

- Timeline of Key Steps in the Bidding Process.
- Applicant's details and contact information and information concerning supporting stakeholders.
- The details of the host city along with environmental and average weather information.
- Questions on the concept and objectives of the host city.
- Organisational structure of the hosts and their experience in hosting major events.
- Stakeholder support. Letters of support and guarantees from Government, Local Authorities and, if applicable, Venue Owners. Specific pro-forma guarantees are appended to the Application Form.
- Competition Venue - information concerning the age of the venue, whether it is a permanent fixture, seating or spectator capacity, layout, technical and operational aspects of the venue.
- The provision of accommodation for spectators, athletes & teams, media and technical suppliers by completing a specified table appended to the Application Form.
- Transportation. Ports of entry to the host country and onward travel to accommodation and between the accommodation and the event venue.
- Security. A dedicated appendix relating to security measures.
- Access to Medical Care and the provision of anti-doping facilities including the control station.
- Media Centre size and location. Any restrictions on use of social media and the internet.
- The promotional plan to attract spectators to the event to complement IAAF ticketing operations.
- Visas - confirmation of which countries do or do not need a visa and access to consulates/embassies to obtain visas.
- Financing and budget. A template budget form is appended to the Application Form.
- Confirmation there are no legal restrictions on the ability to host the event. The commercial framework to protect marks (trademark registration), branding plans designations and against ambush marketing. IAAF Productions as Host Broadcaster. Commercial opportunities (category release for national sponsors, commercial hospitality and licensing opportunities).
- Confirmation of that Candidate City can meet the requirements set out in the Operational Requirements of the Event Organisation Agreement.
- The evaluation methodology and evaluation criteria below are appended to the Application Form.

A legal notice is included to confirm the process is subject to these Bidding Rules, the confidential nature of submission, status of responses and liability for same. There are several appendices to the Application Form covering Government Guarantees, Public Authorisations, Venue Guarantee, Evaluation Methodology & Criteria, Budget, Security and Risk Assessment.

### **EVALUATION METHODOLOGY**

In order to be considered by Council as a Candidate City, a Candidate City must achieve a minimum overall mark of 50% of the total available marks for its bid (total available marks being 500 i.e. the total of the sum of weighted criteria mark x weighting %).

The marks will be determined in accordance with developed evaluation methodology, but which must apply the formula set out below in accordance with the indicated percentage weightings.

The IAAF will carry out the same evaluation process, applying the same evaluation methodology, regardless of the number of Candidate Cities submitting bids (i.e., even if only one Candidate City submits a bid).

### **Evaluation Formula**

The following weighted criteria and formula will be used to determine the overall mark for each Candidate City:

- **Quality of Application** mark - (requirements, support of the Government and documents provided) - (30% weighting) = x
- **Risk Assessment** mark (30% weighting) = y
- **Operational Assessment** mark - (Evaluation Report (including the Evaluation Report Sub-criteria set out below) (40% weighting) = z

### **Formula:**

$$\frac{(x \text{ multiplied by } 30) + (y \text{ multiplied by } 30) + (z \text{ multiplied by } 40)}{100}$$

= Overall Mark (up to a maximum total of 500)



## Evaluation Criteria

The following is the evaluation methodology framework:

### X – Quality of Application (30%)

The Application Form and supplementary documentation will be reviewed and the level of detail and commitment for each question will be assessed based on the following marks, each being assigned a number from 1 to 5:

<b>Comment</b>	<b>Explanation</b>	<b>Mark</b>
<b>Unsatisfactory</b>	A response that completely or almost completely fails to address the elements of the evaluation criteria.	<b>1</b>
<b>Marginal</b>	A response that addresses a few elements of the evaluation criteria.	<b>2</b>
<b>Satisfactory</b>	A response that adequately addresses the elements of the evaluation criteria.	<b>3</b>
<b>Very Good</b>	A response that addresses a majority of the elements of the evaluation criteria.	<b>4</b>
<b>Excellent</b>	A response that addresses all elements of the evaluation criteria in an exceptional manner.	<b>5</b>

The total sum of marks will be averaged to produce a final mark for this element.

### Y - Risk Assessment (30%)

The methodology for the risk assessment will be based on two sets of questionnaires, one for the Candidate City to complete as part of its application, the other to be completed by the IAAF Office with the assistance of specialist risk consultants. The risk assessment questionnaires cover the following categories of risk:

- Geopolitical
- Political
- Reputational
- Financial
- Legal
- Governance
- Security
- Safety
- Medical
- Anti-Doping
- Operational

## Measuring Risk Levels

Answers to the two risk assessment questionnaires are then processed and synthesized to populate the IAAF Risk Register, which includes a list of 30 Risk Events identified as relevant by the IAAF, organized under the 11 categories of risk listed above.

A Risk Event is an event that may adversely affect the expected outcome of the WAS Event, for example “natural disasters” or “reputational damage due to accusations of corruption”.

Using the answers from the two risk assessment questionnaires, each Risk Event is assigned a grade, from 1 to 5, in terms of **likelihood** and **impact**.

The **likelihood** that the Risk Event happens (from 1 – improbable, to 5, almost certain) is calculated based on the occurrence, frequency and proximity of the Risk Event.

The **impact** that the Risk Event would have on the 2023 IAAF World Athletics Championship (from 1 – undetectable, to 5, may result in disaster) is calculated based on the candidate’s vulnerability, potential damage and capacity to recover from the Risk Event.

Once each Risk Event has been measured against likelihood and impact, the overall risk level is calculated, on a level of 1 to 5 (1 for very low to 5 for very high). For example, a Risk Event with a 3 out of 5 likelihood (probable) and a 5 out of 5 impact (disaster) would have an overall risk level of 4: High Risk.

This process is applied to all 30 Risk Events listed in the IAAF Risk Register, which when averaged out, will give an overall total risk level from 1 to 5 representing the Risk Level for the event. As indicated in the table below, the lower the overall total risk level the higher the mark.

<b>Risk Level</b>	<b>Explanation</b>	<b>Mark</b>
<b>Insignificant Risk – Level 1</b>	There are no risk events that would be likely to have any impact on the expected outcome of the Championship.	<b>5</b>
<b>Low Risk – Level 2</b>	Several of the risk events are improbable or their impact insignificant.	<b>4</b>
<b>Medium Risk – Level 3</b>	Similar to low risk, however a limited number of risk events or either probable or very probable and their impact are either felt or serious.	<b>3</b>
<b>High Risk – Level 4</b>	Several risk events are highly probable, or will have a serious impact on the course of action and expected outcome of the Championship.	<b>2</b>
<b>Very high risk – Level 5</b>	Several risk events are very probably or almost certain and their impact is either critical, serious or could result in a disaster.	<b>1</b>

## **Z – Operational Assessment (40%)**

Against the operational requirements set out in Schedule 1 of the EOA and the sub-criteria referred to below, an Evaluation Report will be prepared that assigns marks from 1 to 5, assessing the readiness and capacity of the Candidate City to deliver what's required in the context of overall benefit to the aims and objectives to the IAAF. The IAAF will rely on the site visits and/or regular reporting in order to form its assessment of readiness and capacity to deliver for each operational requirement.

The total sum of marks will be averaged to produce a final mark for this element.

### Evaluation Report Sub-Criteria

The following sub-criteria will be assessed and evaluated in compiling the Operational Assessment of the Evaluation Report:

- Estimated revenue for ticket sales
  - o Reality of the market prices
  - o Probability of achieving full stadium
  - o Proper sales plan and promotion
- Budget feasibility
  - o Country cost of living & inflation
  - o Feasibility of Budget submitted using template
  - o Government support & Covenants
- Sustainability, Legacy, Protection of Human Rights
  - o A strategy for a sustainable event
  - o Compliance with basic human rights according to international standard
  - o Legacy projects from the city
- Infrastructure & Competitive Conditions
  - o Competitive conditions for athletes
  - o Ports of entry
  - o Sufficient Hotel capacity

- o Stadium plans (in construction or existing)
  - o Training venues + Warm up
  - o Transportation network
  - o Suitable facility to host IAAF Congress
  - o Proposed LOC Structure
- Commercial
- o Potential Revenue from international media rights
  - o Potential Revenue from international and national sponsorship sales
  - o Potential for partner activation

The percentages listed in the pie chart below will be applied to the headings listed.

### **Final Evaluation (Overall Mark)**

A final evaluation will be carried using the methodology stated to calculate a Candidate City's overall mark. A Candidate City must receive an overall mark of 50% or more of the 500 total marks available, to be identified as a Candidate City and to be entitled to proceed to the next stage of the Bid process.

An outline of the Event Organisation Agreement ('EOA') is set out below. For all WAS Events, the Agreement shall be structured in the following way.

The EOA is an agreement entered into at the end of the Bid Process when the IAAF Council has chosen the winning bid in accordance with the Bidding Rules. The EOA is signed by the IAAF, Dentsu Inc. the Member Federation and the Host Institution (usually the Host City). The EOA is a standard agreement and contains conditions covering the following topics (from time to time the EOA will be updated), definitions, commencement and duration, appointment as the host for the event, obligations, reporting and records, marketing and media rights, indemnities, performance bond, insurance, taxes, intellectual property rights, personal data protection, confidentiality, force majeure, termination, knowledge management and transfer and general provisions. The EOA contains the following specific schedules:

#### Schedule 1 - Operational Requirements

- Part 1 Planning
  - Organisational Plan
  - Knowledge Management & Transfer
  - Site Visit & Plans
  - Risk Management
- Part 2 Logistics
  - Site Access
  - Services, Facilities, Storage and Offices
  - Venue Works
  - Main Stadium, Training Facilities, Warm-up Areas, Marathon and Race Walk Courses
  - Office, Media & Broadcast Facilities
  - Press and Common Media Facilities and Services
  - Broadcast Facilities
  - Office Space at ACCOMMODATION
  - Transportation and Travel (Domestic and International)
  - Accommodation and Meals & Accommodation Rates/Charges
  - Accreditation Plan, Centres & Staff
  - Security Plan
- Part 3 - Event Management and Presentation
  - Scheduling of the Competition Timetable
  - Referees, Officials and Judges
  - Competition Awards
  - Event Presentation
  - Opening and Closing Ceremonies
  - Medals and Medal Ceremonies
  - Flags
- Part 4 – Additional Events
  - IAAF Congress and IAAF Council
  - Meetings, Workshops and Visits
  - Social Functions
- Part 5 – Medical and Anti-Doping
  - Medical
  - Anti-Doping
- Part 6 – Ticketing Operations and Hospitality
  - Ticketing Operations
  - Hospitality
- Part 7 – Promotional Strategy
  - Delivery
  - Approvals for Official Printed Material, Digital and Audio-visual content

- Communication
- Part 8 – Broadcast and Platforms
  - Appointment
- Part 9 – Technology
  - Technology Requirements
  - Cyber Security
  - Technical Suppliers

Schedule 2 - Commercial Rights & Restrictions

- Rights & Benefits
- Exploitation of Marketing Rights & Media Rights
- Co-operation
- Clean Sites: Requirements
- Products Services of Commercial Affiliates
- Concessions, Franchising, Demonstration and Display
- Anti-Ambush Marketing

Schedule 3 - Logos, Event and Marks

- Logos and Event Look - Creation, Assignment and Disclosure
- Protection and Enforcement
- Use of the Marks and Event Look
- Brand Style Guide

Schedule 4 - will contain the completed and signed Application Form of the appointed Candidate City

Schedule 5 - Data Protection

- Clauses on the processing of personal data and permitted recipients of personal data